

LIBRARY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the performance of para professional librarian or specialized non-librarian duties. Initially, these duties are performed under direct day-to-day supervision of professional librarians but ultimately with latitude to operate independently within the prescribed responsibilities.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Assists Librarian in providing reference service, providing directional assistance to commonly used materials;
2. Performs a triage function, funneling reference questions requiring interpretation to the Librarian;
3. Assists librarian in cataloging, collection development, interlibrary loan, or indexing applying library principles as directed by a Librarian;
4. Creates public relations materials such as press releases or newsletters;
5. Prepares research and completes forms relative to grant proposals;
6. Performs system operation, maintenance, and back up for PC or on-line computer systems;
7. Prepares library exhibits and displays;
8. Conducts tours, book talks, multi-media programs, and program scheduling;
9. Maintains and operates audio-visual equipment;
10. Conducts story hours and other children's programming.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Aptitude for library work; some understanding of basic aims and services of libraries; ability to attain proficiency in one or more library service areas; ability to learn basic computer system procedures, e.g. start-up, desktop publishing, PC set-up; resourcefulness; good judgment; orderliness; accuracy; tact; adaptability; ability to get along well with others; ability to make decisions and direct the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration);
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.